



NUDOR

NATIONAL UNION OF DISABILITY ORGANIZATIONS IN RWANDA

Registered at RGB under N° 72/2014 according to the law No 04/2012 of 17/02/2012; TIN :

102404301, E-mail : ninfo@nudor.org; Website: www.nudor.org;

P.O Box: 1546 KIGALI TEL: +250- 0788845444 / +250- 0788400063

Request for proposals/Terms of Reference for consultancy for mapping people with disabilities in nine districts

1. Background

The national Union of the Disability Organizations in Rwanda (NUDOR) was established as civil society organization in September 2010 and now has 15 national organizations of Persons with Disabilities. Through its activities, NUDOR aims to ensure that the practical needs of persons with disabilities at personal and institutions levels are fully addressed with an emphasis on empowerment.

The Promotion and Protection of PWDs' Rights and Socio-Economic Empowerment should be designed in order to promote disability equality and empower persons with disabilities to participate in sustainable socio-economic development in Rwanda.

Supported by CBM Rwanda, NUDOR is implementing livelihood project that improve socio-economic status of persons with disabilities through the formation of Village Savings and Loan (VSL) in all nine districts namely: Gasabo, Kayonza, Musanze, Ngororero, Nyaruguru, Rutsiro, Rusizi, Nyanza and Ruhango. 1,688 Saving and Loan Groups were established with 48,052 members who are persons with disabilities and care givers. Based on a project mid-term evaluation report, the project achieved significant social and empowerment benefits as well as increased resilience, asset build-up and strong group cohesion.

It is in this line that two new projects funded respectively by BMZ and CBM Germany, through CBM Rwanda, are being implemented in other 9 Districts:

- BMZ-CBM Germany: Ngoma, Burera, Rubavu, Gisagara and Muhanga. target group of this project are the 22,500 future members of the 750 village savings groups to be founded in this project;
- CBM Germany: Kicukiro, Bugesera, Rwamagana and Huye: 560 VSLGs will be formed with 14,000 members (persons with and without disabilities, parents'/care givers, 200 youth with and without disabilities including 50% women and girls).

Each group will have around 30 members. Around 60% of the members will be female and 40% male. 70% of the members have a disability, 20% are caregivers of people / children with disabilities and 10% of the members have no disabilities. From existing NUDOR projects we know that more than 60% of the people with disabilities have a physical disability including visual or hearing impairment. More than 10% have a cognitive disability / learning disability and more than 10% have multiple disabilities. The remaining 20% have other disabilities such as albinism or short stature.

It is within this framework that NUDOR is organizing a mapping activity of all people with disabilities in:

- **BMZ Project (P 4170)**, implemented (34 sectors) in:

Burera: Rugendabari, Rusarabuye, Gitovu, Kinoni, Gahunga, Rugarama, Cyeru and Kagogo

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Ngoma: Gashanda, Murama, Rukira, Rurenge, Remera and Kibungo

Gisagara: Musha, Ndora, Gishubi, Kansi, Kibirizi, Save, Kigembe

Muhanga: Nyamabuye, Cyeza, Shyogwe, Muhanga, Rugendabari, Kabacuzi

Rubavu: Gisenyi, Rugerero, Nyundo, Rubavu, Nyamyumba and Kanama

➤ **Germany Project (P4274)**, implemented (27 sectors):

Kicukiro: Gahanga, Kagarama, Kigarama, Gikondo, Gatenga

Huye: Gishamvu, Huye, Karama, Mbazi, Mukura, Ngoma, Tumba

Bugesera: Gashora, Kamabuye, Mayange, Mwogo, Nyamata, Rilima, Rweru, Juru

Rwamagana: Munyaga, Gahengeri, Musha, Munyiginya, Muhazi, Kigabiro, Muyumbu

2. Objectives

2.1 Overall Goal

“The Overall goal is to have exact figures of people with disabilities in target districts “.

2.2 Specific objectives

- Disaggregation data of people with disabilities who are members of saving groups and those who did not join the saving groups or cooperative;
- Awareness of the need of disability inclusion;
- Having a general picture of socioeconomic situation of people with disabilities;
- Need assessment in agricultural-related income generating activities, employment and beekeeping.

3. Outputs

After this mapping, the expected results are as follow:

- Plausible Advocacy for involvement of other NGOs in disability movement;
- Increased advocacy for the promotion of socioeconomic life of people with disabilities;
- Awareness of the need of disability inclusion will be increased;
- The information collected through this research will be used to develop training packages to address the knowledge gaps and challenges faced by farmers in order to help farmers improving their livelihoods.

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4. Scope of the Services

If you don't know where you're going, any road will get there". It seems that the projects will not cover all people with disabilities in all target districts. It is necessary to know all persons with disabilities in those districts: those who have joined the saving groups and those who did not join saving groups due to different reasons. This will help to collaborate with other NGOs working with saving groups so they can involve People with disability in their respective activities.

The consultancy will play the role of: Elaboration and adjustment of questionnaire, avail and help to install the survey CTO application into Business mentors' smart phones, training of enumerators, guiding the business mentors (Enumerators) during the Data collection, proceed with the Data analysis and reporting.

5. Training

The consultant will work on the questionnaire to be used and submit it to Nudor for discussions and adjustments. Then he will proceed with the programming activities before training the enumerators.

6. Reports and Time schedule

Nudor will provide transport facilities when it will be necessary to travel to the District. The Sector Business mentors will also play the role of enumerators.

Below are the schedule of the mapping activities:

N°	Activities	Responsible	Time
01	Questionnaire review	Consultant	One day
02	Training of enumerators	Consultant	One day
03	Data collection in each cell	Enumerators (Sector Business Mentors)	10 days
03	Data analysis and reporting	Consultant	Two days
04	Presentation of the results/ reports to the Districts	NUDOR & Consultant	One day



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7. Technical Proposal

The technical proposal will be composed by the following documents:

- Technical Proposal Submission Form
- Consultant's Organization and Experience
- Consultant's Organization
- Consultant's Experience
- Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client (in the Terms of Reference, On the Counterpart Staff and Facilities)
- Description of the Approach, Methodology and Work Plan for Performing the Assignment
- Team Composition and Task Assignments
- Curriculum Vitae (CV) for Proposed Professional Staff
- Staffing Schedule
- Work Schedule

8. Financial Proposal

This proposal will be submitted separately (the first one for the BMZ project-P4170 and second one for Germany project- P4274) and will include: The Financial Proposal Submission Form, the Summary of Costs and the Breakdown of Costs by Activity.

9. Evaluation of the proposals

The evaluation committee will evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the Request for Proposals, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date shall not be sooner than seven days after the notification date. The notification may be done by hand with acknowledgement of receipt or be sent by email.

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Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to certify that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Consultants' attendance at the opening of Financial Proposals is optional.

The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.

This tender will be guided by the QCBS (Quality-Cost Based Selection) method. The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

10. Data sheet (Instructions to Consultants)

S/N	Item
1	Name of the Client: <i>National Union of Disabilities Organizations in Rwanda (NUDOR)</i> Method of selection: <i>QCBS (Quality cost based selection)</i>
2	Financial Proposal to be submitted together with Technical Proposal: YES, but in different envelopes Name of the assignment is: <ol style="list-style-type: none">1. Consultancy for mapping people with disabilities in 34 sectors of Ngoma, Burera, Rubavu, Muhanga and Gisagara (P4170);2. Consultancy for mapping people with disabilities in 27 sectors of Kicukiro, Bugesera, Rwamagana and Huye (P 4274)
3.	Proposals must remain valid 90 days after the submission date
4.	Clarifications may be requested not later than 5 days before the submission date. The address for requesting clarifications is: Executive Secretary of NUDOR, Kicukiro – Niboye,
5.	Proposals shall be submitted in <i>ENGLISH</i>
6.	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES

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7.	Consultant to state local cost in the national currency: YES
8.	Consultant must submit the original and two (2) copies of both the Technical Proposal and Financial Proposal.
9.	The Proposal submission address is: NUDOR Headquarters, Kicukiro-Niboye, email: info@nudor.org Proposals must be submitted no later than the following date and time: October 8th, 2022, 1pm. the opening of the technical proposal is fixed on the same date and same time
10	Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are: 1° General experience of the firm in the field: 10 points; 2° Relevant experience in similar services: 15 points; 3° Quality of the methodology proposed: 25 points; 4° Qualifications and experience of the key personnel proposed for the mission:50 points Total points for the four criteria: 100 The minimum technical score St required to pass is : 70
11	The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. The weights given to the technical and Financial Proposals are: T= 0.8 and P= 0.2
12	Address for contract negotiations: NUDOR Headquarters, Kicukiro-Niboye, email: info@nudor.org
13	Expected date for commencement of consulting services : 21 st November,2022

Done at Kigali, on October 25th , 2022

NSENGIYUMVA Jean Damascene

Executive Secretary



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